**WRITING A PROPOSAL**

Outline—

**Introduction:**

* 1-2 paragraphs
* Motivation Sentence—why and who should care?
* Summarize the Problem (1-2 sentences)
* Summarize the Solution (1-2 sentences)
* Describe the format of the rest of the proposal (sections, etc.)
* Consider you audience

**Motivation:**

* What is the history of the problem?
* Why is this problem interesting and important to know about?
* When and why does this problem occur?
* What is currently being done to solve the problem?
* ***How is your project connected to the book?***

**Project Summary** (1 paragraph):

What will the project achieve? (Do not go into detail or timelines. Speak generally)

**Project Details:**

* **Architecture and Environment**
  + Describe the supplies and space required (software, hardware, languages, ingredients, organizations, etc.)
  + Include diagrams and figures
* **Implementation Issues and Challenges** (2-3 paragraphs)
  + Why are you proposing this project? Why are you using approach X rather than approach Y? Briefly discuss alternatives.
  + What similar projects exist that you can you use or have used to assist you? Refer to the Research project.
  + How will your implementation be of real intellectual (raising awareness) or functional value (raising money, doing something) to others interested in or doing similar work?

The **obstacles and challenges** should be listed in a **number format**

* + What will be the most difficult issues and challenges in the implementations?
  + Anticipate and discuss how you will address major objections one might have to this project or approach (by team members or others) in order to implement this project.
* **Deliverables** (bullets may be used)
  + What will the project produce? (program, report, etc.)
  + Describe in detail the features of each of the project’s products.
  + You may want to separate deliverables into phases of the project and indicate optional components at separate times.
  + Be direct in stating what your project contributes or achieves. (brag a little)
  + Provide a direct connection to how your project contributes to this year’s cause.
* **Timeline**
  + Give specific duties/responsibilities and the due date of each task. Be very detailed here.
  + Identify the person responsible for each task
  + Identify the project manager who will organize and supervise the tasks and who will check on the completion of each members’ responsibilities on their respective due dates
  + Submit a work plan (6-7 weekly goals): Identify the specific steps leading to the completion of your project. Aside from submitting the weekly goals every week, you will also be required to provide a copy of each weekly goal in the proposal, so make 2 copies.

**Conclusion**

* Summarize the project including the problem, motivation, and proposed solution and restate important (planned) contributions of your project to the cause.

**References**

* List references used to the compile proposal and references used for the project. Start developing a Works Cited page. Keep in mind that it is difficult to go back and re-find sources so create the works cited page as you work on the project.